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ABSTRACT

This document presents individual program and instruction objectives for students, faculty, community residents, and staff involved in the bibliographic instruction program at the Library/Learning Center of the University of Wisconsin-Parkside. A basic responsibility of the Library/Learning Center is to instruct the university community in the effective identification and use of information resources relevant to its needs and interests. Instructional objectives have been developed for each community group based upon the special needs of the group as identified or perceived by the library staff. Written objectives developed to identify the skills to be taught and objectives for each user community have been divided into levels of instruction based upon user sophistication. Currently, there are seven methods or programs of bibliographic instruction: (1) orientation slide/tape, (2) printed guides, (3) basic library skills workbook, (4) advanced workbook, (5) course-integration, (6) English 100, and (7) discovering research for college-bound high school students. Evaluation of the programs is carried out through informal discussion, formal evaluation forms, and a skills test to evaluate learning. Cost and budgetary information (pages 65-69) is not included. (Author/CWM)

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University of Wisconsin-Parkside

Library/Learning Center

BIBLIOGRAPHIC INSTRUCTION PROGRAM

Summer 1978

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Judith Pryor

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

IR007127

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FOREWORD

For the past four years, the Library/Learning Center has listed as one of its goals a comprehensive program of bibliographic instruction. From a very modest beginning, the program has grown into a campus-wide multi-discipline activity.

Our commitment to bibliographic instruction is based on the belief that the library must be involved with the instructional process in more than a support capacity. This commitment necessitated a number of tasks: major attitudinal changes had to be brought about both on campus as a whole and within the Library/Learning Center; priorities had to be carefully evaluated and reordered to place bibliographic instruction in its rightful place among the full range of LLC activities; funds had to be generated to support the new program.

By developing goals and objectives specifically for bibliographic instruction activities, we have been able to periodically evaluate the progress of the program. We have also found the goals and objectives to be invaluable in helping us explain to the university community our bibliographic instruction activities.

Bibliographic instruction has come of age at UW-Parkside. The university community now considers bibliographic instruction one of the basic services provided by the LLC. UW-Parkside remains one of the very few institutions of higher education which requires competency in library research skills of all of its students.

Joseph A. Boissé
Director of the Library/
Learning Center

INTRODUCTION

The staff of the UW-Parkside Library/Learning Center recognizes that it is the responsibility of an academic library not only to support the teaching function of the university, but also to actively participate in that function. A basic responsibility of the Library/Learning Center is to instruct the community in the effective identification and use of information resources relevant to its needs and interests. Therefore, the Library/Learning Center provides a program of bibliographic instruction to its community (students, faculty, staff, and residents of the state of Wisconsin) as one of its major public services.

The bibliographic instruction program at Parkside is based upon the needs of the students, faculty, staff and residents of Wisconsin who use the facilities. Written objectives have been developed which identify the skills to be taught and which provide for the possibility of a meaningful evaluation of the efforts expended. The library budget provides for staff and materials devoted exclusively to the program. Equipment and facilities are obtained as the need for them is identified. Substantial resources have been invested in the program already.

The following report has been prepared to provide a comprehensive picture of the UW-Parkside Bibliographic Instruction Program. The following sections provide an in-depth view of the various segments of the program.

Judith M. Pryor
Instruction Librarian

INSTRUCTION OBJECTIVES

Bibliographic instruction at UW-Parkside is provided for students, faculty, staff and community residents who use or may need to use the LLC facilities. Instruction objectives have been developed for each group based upon the special needs of the group as identified or perceived by the library staff. The terminology used for writing the objectives is the same as the terminology used by the ACRL Bibliographic Instruction Task Force in its "Guidelines for Bibliographic Instruction in Academic Libraries."[1] Thus, T = terminal objective and E = enabling objective on the following pages. Where the UW-Parkside objectives differ in format from the ACRL guidelines is that objectives for each user community have been divided into levels of instruction. These levels are based upon user sophistication and thus are progressive in nature.

The primary targets for this instruction are the undergraduate students enrolled at Parkside and thus the ultimate objective is:

> A student, by the time he or she completes a program of undergraduate studies, should be able to make efficient and effective use of the available library resources and personnel in the identification and procurement of materials to meet an information need. [2]

[1] "Toward Guidelines for Bibliographic Instruction in Academic Libraries", College and Research Libraries News, v. 36, n. 3 (May 1975) pp. 137-139, 169-171).

[2] "Toward Guidelines for Bibliographic Instruction in Academic Libraries", College and Research Libraries News, v. 36, n. 3 (May 1975) p. 139.

STUDENT INSTRUCTION OBJECTIVES

Level 1 (Orientation)

Terminal Objective 1:

The student will know how to locate the major Library/Learning Center facilities and services.

E 1. Using a map and library signs, the student will be able to physically locate (go to) the following facilities:

a) Information Desk
b) Check-out Desk (print materials)
c) Reserve Book Notebooks & Desk
d) Current Periodicals Location Guide
e) Bound Periodical Shelves
f) Atlases
g) Pamphlet File
h) Special Collections Room
i) Microform Equipment
j) Rest Rooms
k) Typing Rooms
l) Archives and Area Research Center
m) Smoking Room
n) Calculator Room
o) Stairs
p) Elevator
q) Serials Print-out
r) Card Catalog
s) Photocopier
t) Seminar Rooms
u) Current Periodicals Shelves
v) Autotutors (programs)
w) Check-out Desk (non-print materials)
x) Audio-visual Area

E 2. The student will be able to use, when needed, the following services:

a) Telephone reference and regular reference service
b) Interlibrary Loan
c) Library Guides
d) Library hours
e) Signs
f) Circulation privileges

E 3. Using maps and signs, the student will be able to locate (by going to) the following:

a) the correct floor for a given call number.
b) the correct floor for a current periodical.
c) the correct floor for the backfile of a periodical.
d) the correct floor for non-print materials.

Terminal Objective 2:

The student will know how to check out library materials.

E 1. Students will know how to check out print materials.

E 2. Students will be able to check out non-print materials.

E 3. Students will be able to check out reserve items.

Terminal Objective 3:

The student will understand that librarians are a part of the Library/ Learning Center resources and that the L/LC is a useful place for research as well as study and recreational activities.

E 1. The student will identify librarians as helpful resources.

E 2. The student will identify library facilities as inviting areas for studying and information gathering for research, course-work or other more general purposes.

Terminal Objective 4:

The student will know the location of the major Library/Learning Center special collections.

E 1. Using library signs and maps, the student will be able to locate (by going to) the following major collections:

a) LAC
b) LEL
c) ERIC fiche
d) ASI fiche
e) CIS fiche
f) Maps
g) Atlases
h) College Catalogs
i) Indexes
j) Telephone Books
k) Reference Books
l) Non-print Materials
m) Pamphlet File

Level II (Basic Instruction students should know by the end of the 3rd semester.)

Terminal Objective 1:

The student can make effective use of a catalog card.

E 1. Given a catalog card, the student will identify the classification number regardless of whether it is located in the upper left hand corner, lower left hand corner or upper right hand corner.

E 2. Given a catalog card, the student will identify the author, title, note, and subject tracings.

E 3. Given a catalog card, the student will identify whether the item is print or non-print.

Terminal Objective 2:

The student will know how to effectively and efficiently use the card catalog.

E 1. The student will identify the card catalog as the first place to look to locate books, audio-visual materials and archival materials owned by the Library/Learning Center.

E 2. The student will identify periodicals and newspapers as materials not listed in the card catalog.

E 3. The student will utilize the author catalog to identify whether the Library owns a specific book or non-print item regardless of whether or not the name used for access is:

a) a corporate body
b) a composer
c) an artist
d) a director
e) an actor
f) a personal author
g) a performing musician

E 4. Given a book title, the student will utilize the title catalog to:

a) identify whether the Library/Learning Center owns the title.
b) identify whether nor not the title has been cataloged.

E 5. Given a subject heading, the student will list materials included in the card catalog under that heading.

Terminal Objective 3:

The student will be able to use the Library of Congress Subject Headings book.

E 1. Given a subject and using the Library of Congress Subject Headings book, the student will determine which heading is used in the subject catalog.

E 2. Given a subject heading and using the Library of Congress Subject Headings book, the student will identify at least one related subject heading.

Terminal Objective 4:

The student can locate books and non-print materials listed in the card catalog.

E 1. Given a call number, the student will locate the book on the shelves. This will include books whose call numbers are prefaced with UW-Parkside location symbols.

E 2. Given a call number for a book which is not on the shelf, the student will use the correct procedures for determining what happened to the book.

E 3. Given a call number for a non-print item, the student will locate the item.

Terminal Objective 5:

The student will know how to identify and locate periodicals owned by the Library/Learning Center.

E 1. The student will identify the following information about the periodicals in the UW-Parkside Library/Learning Center using the Serials Print-out.

a) whether UW-Parkside owns the title.
b) which volumes are owned and which are incomplete.
c) where the backfiles are kept.
d) under what subject listing the current issues are filed.
e) whether the periodical or parts of it are on microfilm.

E 2. Given a periodical title and a specific issue which is owned by the Library/Learning Center, the student will correctly locate the periodical on the shelves.

Terminal Objective 6:

The student will know how to use the basic indexes.

E 1. Given the Readers' Guide, Humanities Index, Social Sciences Index or Social Sciences and Humanities Index and a specific subject, the student will identify the author, title, periodical, volume, issue (if appropriate), date, and pages of a specified article listed in a specified index volume.

E 2. Given the Readers' Guide, Humanities Index, Social Sciences Index, or the Social Sciences and Humanities Index and the name of an author, the student will identify the title, periodical, volume, issue (where appropriate), date, and pages of a specified article listed in a specified index volume.

E 3. Given a list of abbreviations, including periodical titles, commonly found in periodical citations in the Readers' Guide, Humanities Index, Social Sciences Index, or Social Sciences and Humanities Index, the student will identify the words or titles by using the list of abbreviations included in the front of the appropriate indexes.

E 4. Given Essay and General Literature Index for a specified time period and a subject, the student will identify by writing the complete citation, one book which contains an essay on the subject.

E 5. Given Essay and General Literature Index for a specific time period, an author, and an essay, the student will identify by writing the complete citation, a book which contains the essay.

E 6. Given a specific subject and a year and the New York Times Index, the student will identify the date, section (if applicable), column, and page of the article in the New York Times.

E 7. Given a specific subject, city of interest, year, and NewsBank, the student will identify:

a) the correct subject index
b) the fiche number
c) the column and row of a newspaper article

Terminal Objective 7:

The student will know how to use the microformat and media equipment available in the Library/Learning Center.

E 1. The student will correctly load a reel of film on any microfilm reader owned by the Library/Learning Center.

E 2. The student will correctly load a microfiche card on any microfiche reader owned by the Library/Learning Center.

E 3. The student will correctly load a microprint card on any microprint reader owned by the Library/Learning Center.

E 4. The student will correctly load a microcard on any microcard reader owned by the Library/Learning Center.

E 5. The student will correctly load and operate a 16 mm film projector

E 6. The student will correctly load and operate a video-tape playback unit.

E 7. The student will correctly load and operate a video-cassette playback unit.

E 8. The student will correctly load and operate an audio-cassette player/recorder.

E 9. The student will correctly load and operate a filmstrip/cassette viewer.

E 10. The student will correctly load and operate a carousel projector

Terminal Objective 8:

The student will know how and when to use basic reference tools.

Encyclopedias

E 1. Given the latest edition of the Encyclopaedia Britannica and a specific subject, the student will be able to locate the:

a) short article in the "Micropaedia" (index for the Britannica).

b) the volume and page of the long article in the Macropaedia.
c) the volume and page numbers of references to the subject in other text articles.

E 2. Given one of the following encyclopedias -- The Encyclopedia of Education, International Encyclopedia of the Social Sciences, McGraw-Hill Encyclopedia of Sciences and Technology, the Encyclopedia of Philosophy, and the Encyclopedia of World Art, and a specific subject, the student will locate an article dealing with the subject by using the index and will locate a specific item in the bibliography.

Statistical Sources

E 3. Given a subject, a date, and the American Statistics Index, the student will, by using the index, locate the microfiche number for a publication which contains statistics on the topic and will, by using the abstract section, locate the page number of the statistics in the publication.

E 4. Given a subject and a specific volume of Statistical Abstracts, the student will use the index to locate the table containing the statistics and will identify a specific item on the table.

E 5. Given a subject, a specific volume of the U.N. Statistical Yearbook, and a country, the student will locate the table which contains the statistical information and will identify a specific statistic.

Book Reviews

E 6. Given the author, title, and date of publication for a specific book, the student will identify by using Book Review Digest a specific periodical which contains a review of the book.

E 7. Given the author, title, and date of publication for a specific book and the name of a periodical which contains a review of the book, the student will by using the Book Review Index identify the volume number and pages of the book review.

Biographies

E 8. Given the name of a person, Biography Index, and a specific year, the student will locate a periodical article dealing with the person's life and will identify the title, volume, and pages of the article.

E 9. Given the name of a prominent American who lived before 1940, the student by using the Dictionary of American Biography will find an article and will identify a specific item in the bibliography.

E 10. Given the name of an American who is or was prominent in the news, the student by using Current Biography will find an article on the person and will list the first item in the references section.

E 11. Given the name of a person who can not be indentified as to time period, country or occupation, the student will, by using the New Century Cyclopedia of Names, identify a specific bit of information about the person.

Terminal Objective 9:

The student can plan and implement an efficient and effective search strategy.

E 1. The student will identify and use an appropriate encyclopedia or general text for background information on his subject.

E 2. The student will identify by using the Library of Congress Subject Headings book appropriate subject headings for his topic in the card catalog.

E 3. The student will identify other books on a particular topic by using the subject tracings on catalog card to lead him to other subject headings.

E 4. The student will, by using only the card catalog, identify books on a specific topic which have bibliographies.

E 5. The student will identify relevant indexes to find information on his topic.

E 6. The student will identify, when appropriate, statistical sources that are relevant to his topic.

E 7. The student will consult a librarian or his instructor for assistance and suggestions when appropriate.

Terminal Objective 10:

The student will know the elements of a complete bibliographic citation.

E 1. Given a book, the student will list author, title, publisher, place and date.

E 2. Given a periodical citation, the student will list the author, title, volume, issue number, page and date.

Level III (All objectives should be attained previous to graduation but by the middle of the junior year would be ideal.)

Terminal Objective 1:

The student will know how information is organized in his own field of interest and how to use the major sources basic to the discipline.

E 1. The student will identify for his discipline the purpose and types of the following and will demonstrate a mastery over selected major examples by answering questions out of each:

a) guides to the literature
b) reviews of the literature
c) subject dictionaries
d) subject encyclopedias
e) handbooks and manuals
f) yearbooks and annuals
g) statistical sources
h) bibliographies
i) abstracts
j) indexes
k) scholarly periodicals
l) atlases and gazetteers
m) directories and biographical dictionaries
n) major monographic series
o) non-print materials
p) where appropriate, local, state, national and international government publications and unpublished materials.

Terminal Objective 2:

The student will know how to use major reference tools basic to all fields.

E 1. The student will identify a specific reference tool (encyclopedia, dictionary, bibliography, or index) in an unfamiliar field or subject using Sheehy's Guide to Reference Books.

E 2. The student will identify a periodical title (and the index or index(es) which covers it) in an unfamiliar field or subject using Magazines for Libraries.

E 3. The student will list a specific number of book titles available in an unfamiliar field or subject by using a bibliography such as Bibliographic Index, the Library of Congress' Subject Catalog, Subject Guide to Books in Print.

Terminal Objective 3:

The student will know the correct bibliographic form for his discipline.

E 1. The student will correctly and completely write a bibliographic citation and footnote according to the form or standard for his discipline.

Terminal Objective 4:

The student will know how to judge the quality of various sources for a term paper.

E 1. The student will distinguish between a primary and a secondary source.

E 2. The student will distinguish between scholarly and general periodicals.

E 3. Using only the publication, the student will judge the quality of the source by examining the qualifications of the author, the footnotes, the bibliography, the introduction, the copyright date, and any other relevant material present.

Terminal Objective 5:

The student will know some of the specialized techniques for locating information on a topic.

E 1. Using a secondary source, the student will use the bibliography to determine what items on the topic are available at UW-Parkside.

Terminal Objective 6:

The student will know some basic time-saving research techniques.

E 1. The student will compile a bibliography on 3" x 5" cards copying citations completely and in the correct bibliographic form directly from the reference source, i.e. card catalog, indexes, etc.

E 2. As the student is compiling a bibliography, he will keep a search record of subject headings, which reference sources were used, appropriate subject headings, etc.

FACULTY INSTRUCTION OBJECTIVES

Level 1

Terminal Objective 1:

Each faculty member will know how to locate the major Library/ Learning Center facilities and services.

E 1. Using a map and library signs, the faculty will be able to physically locate (go to) the following facilities:

a) Information Desk
b) Check-out Desk
c) Reserve Book Notebooks & Desk
d) Current periodicals Location Guide
e) Bound Periodical Shelves
f) Atlases
g) Pamphlet file
h) Special Collections Room
i) Microform Equipment
j) Rest rooms
k) Typing rooms
l) Archives and Area Research Center
m) Calculator room
n) Stairs
o) Elevator
p) Serials Print-out
q) Card Catalog
r) Photocopier
s) Seminar rooms
t) Current Periodicals shelves
u) Autotutors (programs)
v) Non-print Check-out Desk
w) Audio-visual Area

E 2. Each faculty member will be able to identify by using when needed the following services:

a) Telephone reference and regular reference service
b) Interlibrary loan
c) Library guides
d) Supervision and Training of Student Research Assistants
e) Library Instruction
f) Book and Periodical Ordering
g) Faculty Carrels
h) Reserve Book Circulation
i) Faculty Circulation Privileges
j) Media Production
k) Signs
l) Library hours

E 3. Each faculty member will identify at least one librarian who can help answer LLC related questions and act as a resource person.

E 4. Using maps and signs, the faculty will be able to locate (by going to) the following:

a) the correct floor for a given call number.
b) the correct floor for a current periodical.
c) the correct floor for the backfile of a periodical.
d) the correct floor for non-print materials.

Terminal Objective 2:

Each faculty member will know about the existence and location of major Library/Learning Center special collections.

E 1. Using library signs and maps, the faculty will be able to locate (by going to) the following major collections:

a) LAC
b) LEL
c) ERIC fiche
d) ASI fiche
e) CIS fiche
f) Maps
g) Atlases
h) College catalogs
i) Indexes
j) Telephone books
k) Reference books
l) Non-print materials

Level II

Terminal Objective 1:

Each faculty member will become acquainted with the specialized research tools in his field available at UW-Parkside.

Terminal Objective 2:

Each faculty member will know the major library research tools basic to all fields.

INSTRUCTION OBJECTIVES FOR
COMMUNITY PATRONS

COMMUNITY

Level 1 (Orientation)

Terminal Objective 1:

The patron will know how to locate the major Library/Learning Center facilities and services.

E 1. Using a map, the patron will be able to locate the following facilities.

a) microform equipment
b) typing rooms
c) current periodicals location
d) card catalog
e) serials print-out
f) rest rooms
g) print check-out desk
h) non-print check-out desk
i) information desk
j) calculators
k) Archives and Area Research
l) photocopy equipment
m) stairs
n) elevators

E 2. The patron will be able to identify and use the following services offered by the Library/Learning Center.

a) telephone reference service
b) circulation services
c) guides
d) library hours
e) professional duty hours
f) library instruction
g) signs
h) reference librarians

E 3. Using signs and a map, the patron will be able to locate the following.

a) The correct floor for a given call number
b) The correct floor for a current periodical
c) The correct floor for the back file of a periodical

Terminal Objective 2

The patron will develop a warm, positive attitude about the Library/Learning Center.

E 1. The patron will identify librarians as helpful resources

E 2. The patron will identify library facilities as inviting areas for studying and information gathering for research, course-work or other more general purposes.

Terminal Objective 3

The patron will know how to locate the major Library/Learning Center collections.

E 1. Using a map and the Location Symbol Sign, the patron will locate the following major collections:

a) LAC
b) LEL
c) ERIC Fiche
d) ASI Fiche
e) CIS Fiche
f) maps
g) atlases
h) college catalogs
i) indexes
j) telephone books
k) reference books
l) pamphlet file

Level 2 (Basic Instruction)

Terminal Objective 1:

The patron will know how to effectively use the card catalog.

E 1. The patron will identify the card catalog as the first place to look to locate books, audio visual materials and archival materials owned by the Library/Learning Center.

E 2. The patron will identify periodicals and newspapers as materials <u>not</u> listed in the card catalog.

E 3. The patron will distinguish non-print from print materials listed in the card catalog.

E 4. The patron will utilize the author catalog to identify whether the Library/Learning Center owns a specific book or non-print item regardless of whether or not the name used for access is:

a) corporate body
b) composer
c) artist
d) director
e) actor
f) author
g) performing musician

E 5. The patron will utilize the title catalog to:

a) identify whether the UW-Parkside Library/Learning Center owns a specific title.
b) identify books that have been catalogued from those that are waiting to be catalogued.

E 6. The patron will determine those subject headings used in the UW-Parkside Library/Learning Center and will be able to locate the Library/Learning Center's book and media holdings on a specific subject.

Terminal Objective 2:

The patron will know how to locate materials listed in the card catalog.

E 1. The patron will identify the classification number on a catalog card regardless of its location, i.e., upper left hand corner, lower left corner, upper right hand corner.

E 2. Using its call number, the patron will correctly determine where a specific book is shelved including books whose call numbers are prefaced by UW-Parkside location symbol.

E 3. The patron will use the correct procedures for locating a book which is not on the shelves.

E 4. Using its call number, the patron will correctly determine the location of audio-visual materials.

Terminal Objective 3:

The patron will identify the following information about the periodicals owned by the library.

E 1. The patron will identify the following information about the periodicals in the UW-Parkside Library/Learning Center using the Serials Print-out.

a) whether UW-Parkside owns the title.
b) which volumes are owned and which are incomplete.
c) where the backfiles are kept.
d) under what subject listing the current issues are filed.
e) whether the periodical or parts of it are on microfilm.

E 2. Given a periodical title which is owned by the Library, the patron will correctly locate the periodical on the shelves.

COMMUNITY GROUPS WITH
SPECIFIC INFORMATIONAL NEEDS

Level 1 (Basic Orientation and Instruction)

Terminal Objective 1:

The patron will know how to locate Library/Learning Center facilities and services.

E 1. Using a map and library signs, the patron will be able to physically locate (go to) the following facilities:

a) Information Desk
b) Check-Out Desk
c) Current Periodicals Location Guide
d) Bound Periodical Shelves
e) Microform Equipment
f) Serials Print-Out
g) Card Catalog
h) Photocopier
i) Current Periodicals Shelves
j) Non-print Check-out Desk
k) Audio-visual area

E 2. Using a map and signs, the patron will be able to locate (go to) the following:

a) the correct floor for a given call number
b) the correct floor for a current periodical
c) the correct floor for the backfile of a periodical
d) the correct floor for non-print materials

Terminal Objective 2:

The patron will know how to effectively and efficiently use the card catalog:

E 1. The patron will identify the card catalog as the first place to look to locate books and audio-visual materials owned by the Library/Learning Center.

E 2. The patron will identify periodicals and news papers as materials not listed in the card catalog.

E 3. The patron will use the author catalog to identify whether the library owns a specific book or non-print item.

E 4. The patron will use the title catalog to determine whether the Library/Learning Center owns a specific title.

E 5. Given a subject heading the patron will list materials included in the card catalog under that heading.

Terminal Objective 3:

The patron will be able to use the Library of Congress Subject Headings book.

E 1. Given a subject and using the Library of Congress Subject Headings book, the patron will determine if the heading is used in the subject catalog.

Terminal Objective 4:

The patron can locate books and audio-visual materials listed in the card catalog.

E 1. Given a call number for an audio visual item, the patron will locate the item.

Terminal Objective 5:

The patron will know how to identify and locate periodicals in the Library/Learning Center.

E 1. The patron will identify the following information about the periodicals in the Library/Learning Center using the Serials Print-out.

a) whether UW-Parkside owns the title.
b) which volumes are owned and which are incomplete.
c) where the backfiles are kept.
d) whether the periodical or parts of it are on microfilm

Terminal Objective 6:

The patron will know how to use the basic indexes.

E 1. Given the Readers' Guide, Humanities Index, Social Sciences Index or Social Sciences and Humanities Index and a specific subject, the patron will identify the author, title, periodical, volume, issue (if appropriate), date, and pages of a specified article listed in a spedified index volume.

E 2. Given the Readers' Guide, Humanities Index, Social Sciences Index, or the Social Sciences and Humanities Index and the name of an author, the patron will identify the title, periodical, volume, issue (where appropriate), date, and pages of a specific article listed in a specified index volume.

E 3. Given a list of abbreviations, of periodical titles, commonly found in periodical citations in the Readers' Guide, Humanities Index, Social Sciences Index, the patron will identify titles by using the list of abbreviations included in the front of the appropriate indexes.

E 4. Given Essay and General Literature Index for a specified time period and a subject, the patron will identify one book which contains an essay on the subject.

E 5. Given Essay and General Literature Index for a specified time period and a subject, the patron will identify a book which contains an essay on the subject and will determine whether the Library/Learning Center owns the book by checking the title in the card catalog.

E 6. Given a specific subject and year and the New York Times Index, the patron will identify the date, section (if applicable), column, and page of the article in the New York Times.

STAFF OBJECTIVES

Level I

Terminal Objective:

The staff will know how to locate and use the major services and facilities of the Library/Learning Center.

E 1. The staff will be able to physically locate:

a) Information Desk
b) Check-out Desk
c) Reserve Book Notebooks & Desk
d) Current Periodicals Location Guide
e) Periodical Shelves
f) Atlases
g) Pamphlet Collection
h) Special Collections Room
i) Microform Equipment
j) Rest rooms
k) Typing rooms
l) Archives and Area Research Center
m) Calculator rooms
n) Stairs
o) Elevator
p) Serials Print-out
q) Card Catalog
r) Photocopier
s) Seminar rooms
t) Current Periodicals shelves
u) Autotutors (programs)
v) Non-print Check-out Desk
w) Audio-visual Area

E 2. The staff will be able to use when needed:

a) Telephone reference and regular reference service
b) Interlibrary Loan
c) Signs
d) Circulation
e) Book return

Level II

Terminal Objective:

The staff will be able to use those specialized reference tools which would help meet their on-the-job information needs.

Level III

Terminal Objective:

The staff will be able to use specialized research materials in their particular area of personal educational interest.

INSTRUCTION PROGRAMS

Currently, there are five major methods or programs of bibliographic instruction at Parkside. This section of the report presents the instruction objectives each is designed to meet. However, a brief description of each is necessary before going on.

Orientation Slide-Tape

This is a 7 minute program designed to promote good attitudes toward the Library/Learning Center and its staff. It also introduces some of the services and facilities available. The intended audience includes new students at registration, high school students, and community residents interested in knowing about the Library/Learning Center.

Guides

These are colorful two to four page printed materials designed to provide students with information when no librarian is available, and to supplement instruction when a librarian is working with a patron who has a particular need. At present, 27 exist and are prominently displayed in the area in front of the Library/Learning Center Information Desk. The titles include:

Business
Check-out Information
Chemistry
Earth Science
How to Cite Microform Reproductions
How to Cite Non-Print Material
How to Cite Print Material in the Sciences
How to Cite Print Material in the Social Sciences & Humanities
How to Find Biographical Information
How to Find Book Reviews
How to Find Books
How to Find Information in the Sciences
How to Find Periodicals
How to Use the Card Catalog
Interlibrary Loan
Library/Learning Center Facilities and Services Available to Faculty
Library/Learning Center Facilities and Services Available to Staff
Library/Learning Center Hours
Library of Congress Classification System
Life Science
Location Guide

Mathematics
Medical Technology
Microforms
Physics
Psychology

Basic Library Skills Workbook

In the fall of 1977, the University of Wisconsin-Parkside implemented a competency requirement program in reading, writing, math, research, and library skills for all degree-seeking students. Competency in library skills is demonstrated by passing an exam based on the information contained in the basic library skills workbook. During Spring 1978 the basic library skills workbook was used for the first time as a required part of a new course, English 102 "The Library Research Paper", which was designed to allow students to fulfill the research and library skills competencies. This course is taught through a team effort between the English instructor and the librarian. All librarians in the Public Services Division participated in the program which involved a class visit to introduce the workbook and short follow-up visits to answer questions, handle problems, and supplement the workbook with verbal explanation where necessary. The librarians were also responsible for correcting the workbooks. In several sections, the librarians gave lectures and assignments on research related topics to supplement the information gained in the workbook. Thirteen sections of this course were taught. In addition to the English 102 course the workbook was completed by many students who wished to fulfill the competency requirements by working independently or in small groups in the library. Competency testing of the class students and the independent study students was conducted by the Office for Educational Program Support and scored by the Computer Center.

Advanced Bibliographic Instruction Workbooks

These self-paced workbooks have been developed to build upon skills

taught by the Basic Library Skills workbook. Complete workbooks currently exist for history and political science. In January 1, 1978 we received a three year grant from the National Endowment for the Humanities and the Council on Library Resources. This project will accelerate the expansion of bibliographic instruction to advanced students in seven disciplines at the university. This year workbooks in the areas of business, sociology, and geography were drafted and are in use in research methods classes in these disciplines.

Course Integrated

In some courses at UW-Parkside, assignments are given which require a familiarity with specialized library tools. In most cases, these tools have not been introduced to the students by one of the workbooks. Members of the library staff work with faculty to prepare one or more lecture sessions to instruct the students about the library tools they will need to use to successfully complete the course assignment. The lectures are illustrated with transparencies. Bibliographies of sources discussed and copies of each transparency are provided for each student.

English 100 Program:

The library instruction component of the English 100 course at UW-Parkside is designed essentially to orient students to the LLC. The major goal of this program is simply to introduce the students to what the LLC is and what materials are available. Students are familiarized with the major resources available in the LLC--books, periodicals, films, records, etc., and are shown the basic research tools--card catalog, periodical indexes, etc., that can provide access to these resources. A combination of items including a lecture, a tour, and a library exercise are used to achieve this goal. English instructors are contacted each semester and a library instruction session is scheduled for each class. Upon arriving in the library, the class is given a lecture which outlines the materials and services available

to Parkside students. The lecture also begins preliminary instruction in the use of the card catalog, Readers' Guide to Periodical Literature, and the serials print-out.

A walking tour follows the lecture with stops at the card catalog, the periodical indexes, the serials print-out and other areas emphasized in the lecture. Each student is presented with an individualized library exercise. This exercise requires the student to complete a self-guided tour of the facilities, and to use the card catalog, the Library of Congress Subject Heading book, the Readers' Guide to Periodical Literature and the serials print-out. Most students need about one hour to finish the assignment. When completed, the library exercise is returned to the instruction librarian, who grades the assignment and forwards the results to the English teacher. This instruction session is used as a base from which to build for subsequent library instruction which is offered in the English 102 course.

Discovering Research Program

Discovering Research is a program designed to acquaint college-bound students from area high schools with the facilities and services of UW-Parkside's Library/Learning Center. The primary objective of the program is to offer assistance to area high school teachers interested in incorporating into their classes the type of research projects that college-bound students would be expected to do while attending college. The program includes a lecture which focuses on acquainting the students with basic reference sources and emphasizes the importance of the following points:

1. Introduction of LLC's organization, policies and procedures
2. The card catalog
3. Library of Congress Subject Headings book
4. L. C. classification system
5. Basic reference sources
6. Simplified search strategy

In addition to the lecture, the program includes a bibliography of sources prepared especially for each visiting class and a general tour of the LLC ending with an instructional tour of the Reference area. Brief instruction on the use of the card catalog, periodical indexes, the L. C. Subject Headings book, and the serials print-out are reemphasized at this point.

ORIENTATION SLIDE-TAPE
OBJECTIVES

Library instruction objectives that are met or in some form covered by the orientation slide-tape.

Terminal Objective 1:

The student will develop a warm, positive attitude about the Library/ Learning Center.

E 1. The student will identify librarians as helpful resources.

E 2. The student will identify library facilities as inviting areas for studying and information gathering for research, course-work or other more general purposes.

Terminal Objective 2:

The student or patron will be able to recognize the major Library/ Learning Center facilities and services.

E 1. After viewing the orientation slide-tape, the student or patron will recognize that the following major facilities are available in the Library/Learning Center:

a) Information Desk
b) Check-out Desk
c) Current periodicals Location Guide
d) Bound Periodical Shelves
e) Microform Equipment
f) Typing rooms
g) Archives and Area Research Center
h) Calculator room
i) Serials Print-out
j) Card Catalog
k) Photocopiers
l) Seminar rooms
m) Current Periodicals shelves
n) Autotutors (programs)
o) Non-print Check-out desk
p) Audio-visual Area
q) Media Production Area

E 2. The student or patron will recognize the following as services provided by the Library/Learning Center:

a) Library guides
b) Signs

E 3. The student or patron will know that the Information Desk is where he should go for assistance in using the major Library/Learning Center facilities and services.

Terminal Objective 3:

The student or patron will know that the Library/Learning Center is the repository of certain major types of collections.

E 1. After viewing the orientation slide-tape, the student or patron will recognize that the following major collections are available in the Library/Learning Center:

a) Maps
b) Indexes
c) Reference books
d) Non-print materials

E 2. The student or patron will know that the Information Desk is where he should go for assistance in using the major Library/Learning Center collections.

GUIDES
INSTRUCTION OBJECTIVES

STUDENT OBJECTIVES

Level I

Terminal Objective 1:

The student will be able to locate the major Library/Learning Center facilities and services.

E 1. Using the Location guide and Self-guided tour, the student will be able to physically locate (go to) the following facilities:

a) Information Desk
b) Check-out Desk
c) Reserve Book Notebooks & Desk
d) Current Periodicals Location Guide
e) Periodical Shelves
f) Atlases
g) Pamphlet collection
h) Special Collections Room
i) Microform Equipment
j) Rest rooms
k) Typing rooms
l) Archives and Area Research Center
m) Calculator rooms
n) Stairs
o) Elevator
p) Serials Print-out
q) Card Catalog
r) Photocopier
s) Seminar rooms
t) Current Periodicals shelves
u) Autotutors (programs)
v) Non-print Check-out Desk
w) Audio-visual Area

E 2. Using the guides - Interlibrary Loan, Check-out Information, and Student Information, the student will be able to identify and effectively use the following services:

a) Telephone reference and regular reference service
b) Interlibrary Loan
c) Library hours
d) Signs
e) Circulation privileges
f) Book return

Terminal Objective 2:

The student will develop a warm, positive attitude about the Library/ Learning Center.

E 1. The student will identify librarians as helpful resources.

E 2. The student will identify library facilities as inviting areas for studying and information gathering for research, course work or other more general purposes.

Terminal Objective 3:

The student will know the location of major Library/Learning Center special collections.

E 1. Using the guide - Location Guide, the student will be able to locate the following Library/Learning Center major collections:

a) Indexes
b) Reference books
c) Non-print materials

Terminal Objective 4:

The student can make effective use of a catalog card.

E 1. Given the guide How to Use the Card Catalog, the student will identify the classification number regardless of whether it is located in the upper left hand corner, lower left hand corner or upper right hand corner.

E 2. Given the guide How to Use the Card Catalog, the student will identify the author, title, note, and subject tracings.

E 3. Given the guide How to Use the Card Catalog, the student will identify whether the item is print or non-print.

Terminal Objective 5:

The student will know how to effectively and efficiently use the card catalog.

E 1. The student will utilize the author catalog to identify whether the Library/Learning Center owns a specific book or non-print item whether or not the name used for access is:

a) a corporate body
b) a composer
c) an artist
d) a director
e) an actor
f) an author
g) a performing musician

by using the guides How to Use the Card Catalog and How to Find Books.

Level II

Terminal Objective 1:

Using the guides - How to Cite Print Materials in the Social Sciences and Humanities, How to Cite Print Materials in the Sciences, and How to Cite Non-print Materials, the student will know the elements of a complete bibliographic and footnote citation.

Terminal Objective 2:

Using the subject guides, the student will know the basic reference sources for finding information in his/her field.

FACULTY OBJECTIVES

Terminal Objective 1:

The faculty will be able to locate the facilities and services available to them in the Library/Learning Center.

E 1. Using the guide Facilities and Services Available to Faculty and the Location Guide, the faculty will be able to locate the following:

a) Information Desk
b) Check-out Desk
c) Reserve Book Notebooks & Desk
d) Current Periodicals Location Guide
e) Periodical Shelves
f) Atlases
g) Pamphlet collection
h) Special Collections Room
i) Microform Equipment
j) Rest rooms
k) Typing rooms
l) Archives and Area Research Center
m) Calculator rooms
n) Stairs
o) Elevator
p) Serials Print-out
q) Card Catalog
r) Photocopier
s) Seminar rooms
t) Current Periodicals Shelves
u) Autotutors (programs)
v) Non-print Check-out Desk
w) Audio-visual Area

E 2. Using the guides - Interlibrary Loan and Check-out Information the faculty will be able to effectively use the following services:

a) Interlibrary Loan
b) Circulation privileges
c) Library hours
d) Telephone reference and regular reference service
e) Book return
f) Reserve books

COMMUNITY OBJECTIVES

Terminal Objective 1:

The community patron will be able to locate and effectively use the facilities and services available to them by the Library/Learning Center.

E 1. Using the guides - User Information, Location Guide, and Check-out Information, the community patron will be able to locate the following:

a) Information Desk
b) Check-out Desk
c) Reserve Book Notebooks & Desk
d) Current Periodicals Location Guide
e) Periodical Shelves
f) Atlases
g) Pamphlet collection
h) Special Collections Room
i) Microform Equipment
j) Rest rooms
k) Typing rooms
l) Archives and Area Research Center
m) Calculator rooms
n) Stairs
o) Elevator
p) Serials Print-out
q) Card Catalog
) Photocopier
s) Seminar rooms
t) Current Periodicals shelves
u) Autotutors (programs)
v) Non-print Circulation Counter
w) Non-print Equipment Area

E 2. Using the guides - User Information, Location Guide, and Check-out Information, the community patron will be able to effectively use the following services:

a) Circulation privileges
b) Library hours
c) Telephone reference and regular reference service

WORKBOOK
INSTRUCTION OBJECTIVES

STUDENTS

Level I (Orientation)

Terminal Objective 1:

The student will know how to locate the major Library/Learning Center facilities and services.

E 1. Using a map and library signs, the student will be able to physically locate (go to) the following facilities:

a) Information Desk
b) Check-out Desk
c) Reserve Book Notebooks & Desk
d) Current periodicals Location Guide
e) Bound Periodical Shelves
f) Atlases
g) Special Collections Room
h) Microform Equipment
i) Rest rooms
j) Typing rooms
k) Archives and Area Research Center
l) Calculator room
m) Stairs
n) Elevator
o) Serials Print-out
p) Card Catalog
q) Photocopier
r) Media Preview rooms
s) Current Periodicals shelves
t) Non-print Check-out Desk
u) Audio-visual area

E 2. Student will identify reference librarians as helpful resources.

E 3. Using maps and signs, the student will be able to locate (by going to) the following:

a) the correct floor for a given call number.
b) the correct floor for a current periodical.
c) the correct floor for the backfile of a periodical.
d) the correct floor for non-print materials.

Level II (Basic Instruction - By End of 3rd Semester)

Terminal Objective 1:

The student can make effective use of a catalog card.

E 1. Given a catalog card, the student will identify the classification number regardless of whether it is located in the upper left hand corner, lower left hand corner or upper right hand corner.

E 2. Given a catalog card the student will identify the author, title, note, and subject tracings.

E 3. Given a catalog card, the student will identify whether the item is print or non-print.

Terminal Objective 2:

The student will know how to effectively and efficiently use the card catalog.

E 1. The student will identify the card catalog as the first place to look to locate books, audio-visual materials and archival materials owned by the Library/Learning Center.

E 2. The student will identify periodicals and newspapers as materials not listed in the card catalog.

E 3. The student will utilize the author catalog to identify whether the Library/Learning Center owns a specific book or non-print item whether or not the name used for access is:

a) a corporate body
b) a composer
c) an artist
d) a director
e) an actor
f) an author
g) a performing musician

E 4. Given a book title, the student will utilize the title catalog to:

a) identify whether the Library owns the title.
b) identify whether the title has been cataloged or not.

E 5. Given a subject heading, the student will list materials included in the card catalog under that heading.

Terminal Objective 3:

The student will be able to use the Library of Congress Subject Headings book.

E 1. Given a subject and using the Library of Congress Subject Headings book, the student will determine if the heading is used in the subject catalog.

E 2. Given a subject heading and using the Library of Congress Subject Headings book, the student will identify at least one related subject heading which is more specific and one subject heading which is more general in nature.

Terminal Objective 4:

The student can locate books and audio-visual materials listed in the card catalog.

E 1. Given a call number, the student will locate the book on the shelves. This will include books whose call numbers are prefaced with UW-Parkside location symbols.

E 2. Given a call number for a book which is not on the shelf, the student will use the correct procedures for determining what happened to the book.

E 3. Given a call number for an audio-visual item, the student will locate the item.

Terminal Objective 5:

The student will know how to check out library materials.

E 1. Students will know how to check out print materials.

E 2. Students will be able to check out non-print materials.

E 3. Students will be able to check out reserve items.

Terminal Objective 6:

The student will know how to identify and locate periodicals owned by the Library/Learning Center.

E 1. The student will identify the following information about the periodicals in the UW-Parkside Library/Learning Center using the Serials Print-out.

a) whether UW-Parkside owns the title.
b) which volumes are owned and which are incomplete.
c) where the backfiles are kept.
d) under what subject listing the current issues are filed.
e) whether the periodical or parts of it are on microfilm.

E 2. Given a periodical title and a specific issue which is owned by the Library/Learning Center, the student will correctly locate the periodical on the shelves.

Terminal Objective 7:

The student will know how to use the basic indexes.

E 1. Given the Readers' Guide, Humanities Index, Social Sciences Index or Social Sciences and Humanities Index and a specific subject, the student will identify the author, title, periodical, volume, issue (if appropriate), date, and pages of a specified article listed in a specified index volume.

E 2. Given the Readers' Guide, Humanities Index, Social Sciences Index, or the Social Sciences and Humanities Index and the name of an author, the student will identify the title, periodical, volume, issue (where approriate), date, and pages of a specified article listed in a specified index volume.

E 3. Given a list of abbreviations, including periodical titles, commonly found in periodical citations in the Readers' Guide, Humanities Index, Social Sciences Index, or Social Sciences and Humanities Index, the student will identify the words or titles by using the list of abbreviations included in the front of the appropriate indexes.

E 4. Given Essay and General Literature Index for a specified time period and a subject, the student will identify by writing the complete citation, one book which contains an essay on the subject.

E 5. Given Essay and General Literature Index for a specific time period, an author, and an essay, the student will identify by writing the complete citation, a book which contains the essay.

E 6. Given Essay and General Literature Index for specified time period, and a subject, the student will identify a book which contains an essay on the subject and will determine whether the Parkside Library owns the book by writing the call number.

E 7. Given a specific subject and a year and the New York Times Index the student will identify the date, section (if applicable), column, and page of the article in the New York Times.

E 8. Given a specific subject, city of interest, year, and NewsBank the student will identify:

a) the correct subject index.
b) the fiche number.
c) the column and row of a newspaper article.

Terminal Objective 8:

The student will know how to use the microformat and audio-visual equipment available in the Library/Learning Center.

E 1. The student will correctly load a reel of film on any microfilm reader owned by the Library/Learning Center.

E 2. The student will correctly load a microfiche card on any microfiche reader owned by the Library/Learning Center.

Terminal Objective 9:

The student will know how and when to use basic reference tools.

Encyclopedias

E L. Given the latest edition of the Encyclopaedia Britannica and a specific subject, the student will be able to locate the:

a) short article in the Micropaedia (index for the Britannica).
b) the volume and page of the long article in the Macropaedia.
c) the volume and page numbers of references to the subject in other text articles.

E 2. Given one of the following encyclopedias -- The Encyclopedia of Education, International Encyclopedia of the Social Sciences, McGraw-Hill Encyclopedia of Sciences and Technology, the Encyclopedia of Philosophy, and the Encyclopedia of World Art, and a specific subject, the student will locate an article dealing with the subject by using the index and will locate a specific item in the bibliography.

Statistical Sources

E 3. Given a subject, a date, and the American Statistics Index, the student will by using the index locate the microfiche number for a publication which contains statistics on the topic and will by using the abstract section locate the page number of the statistics in the publication.

E 4. Given a subject and a specific volume of Statistical Abstracts, the student will use the index to locate the table containing the statistics and will identify a specific item on the table.

E 5. Given a subject, a specific volume of the U.N. Statistical Yearbook, and a country, the student will locate the table which contains the statistical information and will identify a specific statistic.

Book Reviews

E 6. Given the author, title and date of publication for a specific book, the student will identify by using Book Review Digest a specific periodical which contains a review of the book.

E 7. Given the author, title, and date of publication for a specific book and the name of a periodical which contains a review of the book, the student will by using the Book Review Index identify the volume number and pages of the book review.

Biographies

E 8. Given the name of a person, Biography Index and a specific year, the student will locate a periodical article dealing with the person's life and will identify the title, volume, and pages of the article.

E 9. Given the name of a prominent American who lived before 1940, the student by using the Dictionary of American Biography will find an article and will identify a specific item in the bibliography.

E 10. Given the name of an American who is or was prominent in the news, the student by using Current Biography will find an article on the person and will list the first item in the references section.

E 11. Given the name of a person who can not be identified as to time period, country or occupation, the student will, by using the New Century Cyclopedia of Names, identify a specific bit of information about the person.

Terminal Objective 9:

The student can plan and implement an efficient and effective search strategy.

E 1. The student will identify and use an appropriate encyclopedia or general text for background information on his/her subject.

E 2. The student will identify by using the Library of Congress Subject Headings book appropriate subject headings for his/her topic in the card catalog.

E 3. The student will identify relevant indexes to find information on his/her topic.

E 4. The student will identify when appropriate statistical sources that are relevant to his/her topic.

E 5. The student will consult a librarian or his instructor for assistance and suggestions when appropriate.

Terminal Objective 10:

The student will know the elements of a complete bibliographic citation.

E 1. Given a book, the student will list author, title, publisher, place and date.

E 2. Given a periodical citation, the student will list the author, title, volume, issue number, page and date.

Level III

Terminal Objective 1:

The student will know how information is organized in his own field of interest and how to use the major sources basic to the discipline.

E 1. The student will identify for his discipline the purpose and types of the following and will demonstrate a mastery over selected major examples by answering questions out of each:

a) guides to the literature
b) reviews of the literature
c) subject dictionaries
d) subject encyclopedias
e) handbooks and manuals
f) yearbooks and annuals
g) statistical sources
h) bibliographies
i) abstracts
j) indexes
k) scholarly periodicals
l) local, state, national and international government publications
m) atlases and gazetteers
n) directories and biographical dictionaries

Terminal Objective 2:

The student will know how to use major reference tools basic to all fields.

E 1. The student will identify a specific reference tool (encyclopedia dictionary, bibliography, or index) in an unfamiliar field or subject using Guide to Reference Books by Eugene P. Sheehy.

E 2. The student will identify a periodical title (and the index or indexes which cover it) in an unfamiliar field or subject using Magazines for Libraries.

E 3. The student will list a specific number of book titles available in an unfamiliar field or subject by using a bibliography subh as Bibliographic Index, Library of Congress, Subject Catalog.

Terminal Objective 3:

The student will know how to judge the quality of various sources for a term paper.

E 1. The student will distinguish between a primary and a secondary source.

E 2. The student will distinguish between scholarly and general periodicals.

E 3. Using only the publication, the student will judge the quality of the source by examining the qualifications of the author, the footnotes, the bibliography, the introduction, the copyright date, and any other relevant material present.

Terminal Objective 4 :

The student will know some of the specialized techniques for locating information on a topic.

E 1. The student will identify other books on a particular topic by using the subject tracings on a catalog card to lead him to other subject headings.

E 2. The student will, by using only the card catalog, identify books on a specific topic which have bibliographies.

E 3. Using a secondary source, the student will use the bibliography to determine what items on the topic are available at UW-Parkside.

Terminal Objective 5:

The student will know some basic time-saving research techniques.

E 1. The student will compile a bibliography on 3" x 5" cards copying citations completely and in the correct bibliographic form directly from the reference sources, i.e. card catalog, indexes, etc.

E 2. The student will compile a bibliography and will keep a search record or diary.

COURSE-INTEGRATED INSTRUCTION OBJECTIVES

Level 1

Terminal Objective 1:

The student will know how to effectively and efficiently use the card catalog.

E 1. The student will identify the card catalog as the first place to look to locate books, audio-visual materials and archival materials owned by the Library/Learning Center.

E 2. The student will locate specific books by author or title.

E 3. Given a subject heading, the student will identify materials included in the card catalog under that heading.

Terminal Objective 2:

The student will be able to use the Library of Congress Subject Headings book.

E 1. Given a subject and using the Library of Congress Subject Headings book, the student will determine if the heading is used in the subject catalog.

E 2. Given a subject heading and using the Library of Congress Subject Headings book, the student will identify at least one related subject heading which is more specific and one subject heading which is more general in nature.

Terminal Objective 3:

The student will know how to identify and locate periodicals owned by the Library/Learning Center.

E 1. The student will identify the following information about the periodicals in the UW-Parkside Library/Learning Center using the Serials Print-out.

a) whether UW-Parkside owns the title
b) which volumes are owned and which are incomplete
c) where the backfiles are kept
d) under what subject listing the current issues are filed
e) whether the periodical or parts of it are on microfilm.

E 2. Given a periodical title and a specific issue which is owned by the Library, the student will correctly locate the periodical on the shelves.

Terminal Objective 4:

The student will know how to use appropriate indexes to locate specific information in periodicals and newspapers.

E 1. Given an index and a specific subject the student will identify the author, title, periodical, volume, issue (if appropriate), date and pages of a specified article listed in a specified index volume.

E 2. Given the Readers' Guide, Humanities Index, Social Sciences Index or Social Sciences and Humanities Index and a specific subject, the student will identify the author, title, periodical, volume, issue (if appropriate), date, and pages of a specified article listed in a specified index volume.

E 3. Given the Readers' Guide, Humanities Index, Social Sciences Index, or the Social Sciences and Humanities Index and the name of an author, the student will identify the title, periodical, volume, issue (where appropriate), date, and pages of a specified article listed in a specified index volume.

E 4. Given a list of abbreviations, including periodical titles, commonly found in periodical citations in the Readers' Guide, Humanities Index, Social Sciences Index, or Social Sciences and Humanities Index, the student will identify the words or titles by using the list of abbreviations included in the front of the appropriate indexes.

E 5. Given a specific subject and a year and the New York Times Index, the student will identify the date, section (if applicable), column, and page of the article in the New York Times.

E 6. Given a specific subject, city of interest, year, and NewsBank, the student will identify:

a) the correct subject index
b) the fiche number
c) the column and row of a newspaper article

Terminal Objective 5:

The student will be able to use a specialized encyclopedia or dictionary to locate background material.

E 1. Given a subject and an appropriate dictionary, the student will be able to locate the definition of specialized term.

E 2. Given a subject and specialized encyclopedia the student will be able to locate a background article on that topic.

ENGLISH 100
LIBRARY/LEARNING CENTER INSTRUCTION PROGRAM
STUDENT OBJECTIVES

Terminal Objective 1:

The student will be able to locate the major Library/Learning Center facilities services and collections on a map or by physically going to the area.

E 1. The student will be able to locate the following facilities:

a) Check-out Desk (print materials)
b) Information Desk
c) Card Catalog
d) Microform Equipment
e) Photocopy Equipment
f) Stairs
g) Elevators
h) Calculators
i) Serials Print-out
j) Typing Rooms
k) Current Periodicals Location Guide
l) Reserve Book Section
m) Rest Rooms
n) Smoking Room
o) Check-out Desk (non-print materials)

E 2. The student will be able to identify the following services offered by the Library/Learning Center:

a) Circulation Services
b) Guides
c) Library Hours
d) Signs
e) ILL
f) Professional duty hours
g) Library instruction

E 3. The student will be able to locate the following:

a) The correct floor for a given call number.
b) The correct floor for a current periodical.
c) The correct floor for the back file of a periodical.

E 4. The student will be able to locate the following major collections:

a) Reference Books
b) Indexes
c) Non-print Materials
d) Telephone Books
f) Current Newspapers

Terminal Objective 2:

The student will know how to effectively use the card catalog:

E 1. The student will identify the card catalog as the first place to look to locate books and audiovisual materials.

E 2. The student will be able to distinguish non-print from print materials included in the card catalog.

E 3. The student will be able to utilize the author catalog to identify whether the library owns a specific book or non-print item.

E 4. The student will be able to utilize the title card catalog to identify whether the UW-Parkside Library/Learning Center owns a specific title.

E 5. The student will be able to determine those subject headings used in the UW-Parkside Library/Learning Center.

Termina Objective 3:

The student will be able to locate books and audio-visual materials listed in the card catalog.

E 1. The student will be able to identify the classification number on a catalog card regardless of its location, i.e., upper left hand corner, lower left hand corner, upper right hand corner.

E 2. Using its call number, the student will be able to correctly determine where a specific book is shelved including books whose call numbers are prefaced by UW-Parkside location symbol.

E 3. The student will be able to use the correct procedures for locating a book which is not on the shelves.

E 4. Using its call number, the student will correctly determine the location of audiovisual materials.

Terminal Objective 4:

The student will be able to identify the specific parts of a citation in the Readers' Guide to Periodical Literature.

E 1. The student will know how to identify the:

a) Title of an article
b) Author of an article
c) Volume
d) Pages in the periodical
e) Date
f) Title of the periodical

E 2. The student will be able to find the full title of the periodical.

Terminal Objective 5:

The student will know how to identify and locate periodicals owned by the library.

E 1. The student will be able to identify the following information about the periodicals in the UW-Parkside Library/Learning Center using the Serials Print-out.

a) Whether UW-Parkside owns the title.
b) Which volumes are owned and which are incomplete.
c) Where the backfiles are kept.
d) Under what subject listing the current issues are filed.

Terminal Objective 6:

The student will develop a warm, positive attitude about the Library/ Learning Center.

E 1. The student will identify librarians as helpful resources.

E 2. The student will identify library facilities as inviting areas for studying and information gathering for research, course-work or other more general purposes.

Terminal Objective 7:

The student will be able to identify basic library terminology.

E 1. The student will be able to identify the meaning of the following terms:

a) Index (i.e., Readers' Guide)
b) Periodical
c) Card Catalog
d) Encyclopedia

EVALUATION

Evaluation of the UW-Parkside instruction program takes several forms. Informal evaluation, particularly of the in-class instruction, comes through discussion with faculty and students. This type of feedback can be very valuable if an effort is made to solicit it. It is useful at Parkside because of the excellent relationships librarians enjoy with faculty.

On a formal level, most of the evaluation efforts are concentrated in the English 102 program. Each student fills out an evaluation sheet at the end of the semester (see p. 61). The evaluation sheet emphasized feelings and attitudes about the program. For evaluation of learning, a skills test is used. The skills test is a part of the basic skills program and students will have to pass the test to successfully fulfill the library skills requirement.

In some American Language classes, the bibliographies of the required term papers have been examined to see how students used the sources they were introduced to in the workbook. This method of evaluation has given encouraging results but has proven hard to standardize.

In some upper division classes students wrote diaries of their research projects which were then examined by the librarian and used to help evaluate the bibliographies gathered by the students for their research assignments. Although the intent of writing the diaries and the examination of the bibliographies was to help the students produce a better term paper, they also helped the librarian evaluate the instruction sessions and the exercises used in each class. While this method has much promise, it has been the experience of the staff that extremely careful instructions must be given the students or the diaries are meaningless. Discussion of a search strategy and printed guidelines for the diaries have improved the quality of the assignments and helped students to complete them in less time.

During the 1977-78 school year, the instruction program reached 2110 individual students and community patrons. In addition 15 tours were given to community groups reaching 576. One hundred forty-three classes were taught in fields such as English, personnel management, business, accounting, life science, political science, anthropology, history, geography, education and psychology.

BASIC LIBRARY SKILLS
Student Evaluation

On a scale from 1 to 5, 1 being "not at all", 3 being "sort of" and 5 being "very much", indicate the one which reflects your feelings.

	Not at All		Sort Of		Very Much
1. Do you feel more confident in using the following:					
a. Author-title Catalog	1	2	3	4	5
b. Subject Catalog	1	2	3	4	5
c. Reference Materials (Dictionaries, Encyclopedias, Statistical Sources)	1	2	3	4	5
d. Periodical Indexes (Magazines & Newspapers)	1	2	3	4	5
e. Serials Print-out	1	2	3	4	5
f. Microform Equipment	1	2	3	4	5
g. Book Review Sources	1	2	3	4	5
h. Biographical Sources	1	2	3	4	5
i. U.S. Government Documents	1	2	3	4	5
2. Did the workbook help you do a better job on your American Language term paper or class assignments?	1	2	3	4	5
3. Did the skills you learned doing the workbook, help you in any other classes this semester?	1	2	3	4	5
4. Do you think the library information and skills taught by the workbook will be useful in the future?	1	2	3	4	5
5. Do you feel more comfortable about asking librarians questions?	1	2	3	4	5
6. Was the workbook easy to understand?	1	2	3	4	5
7. Are you able to now locate the services and facilities of the Library?	1	2	3	4	5

8. How would you improve the workbook? (Use reverse side if more space is needed.)

April 1976

"Discovering Research Program"
Student Evaluation

As one of the participants in the "Discovering Research" program for high school students, you can give us very valuable information. Please take a few minutes to answer the questions, and return to your teacher who will forward the information.

In an effort to make our program more useful for students in the future, we would like your opinion regarding the following points:

1. To what extent did the presentation satisfy your objectives, that is, your reason for **attendance**?

Very Much				Not At All
5	4	3	2	1

2. To what extent will this program experience help you to feel more confident in using the following:

a. Library of Congress Subject Heading Book

Very Much				Not At All
5	4	3	2	1

b. Subject Catalog

Very Much				Not At All
5	4	3	2	1

c. Author and Title Catalogs

Very Much				Not At All
5	4	3	2	1

d. Readers' Guide to Periodical Literature

Very Much				Not At All
5	4	3	2	1

e. Social Sciences Index

Very Much				Not At All
5	4	3	2	1

f. Humanities Index

Very Much				Not At All
5	4	3	2	1

g. Essay & General Literature Index

Very Much				Not At All
5	4	3	2	1

h. Serials Print-out

Very Much				Not At All
5	4	3	2	1

i. New York Times Index

Very Much				Not At All
5	4	3	2	1

3. Do you think that retrieving needed information and finding the necessary service at libraries in general will be easier for you as a result of your attendance?

Yes_____ No_____

4. If the program did not satisfy your expectations, please indicate why.

5. Was the lecture, tour and bibliography easy to understand?

Very Much				Not At All
5	4	3	2	1

6. How interesting was the overall presentation to you?

Very Much				Not At All
5	4	3	2	1

7. Do you feel more comfortable about asking librarians questions?

Very Much				Not At All
5	4	3	2	1

8. What suggestions do you have for improving the presentation in the future?

9. Any other comments about any aspect of the presentation

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We appreciate your cooperation and hope that you will continue to use the services and facilities of the University of Wisconsin-Parkside's Library/Learning Center.